




STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

January 5, 2011

To: Location & Surveys Staff

From: Charles W. Brown, PE, PLS 
State Location & Surveys Engineer

Subject: Pers 2011-1
Time Entry

The prompt and correct payment of wages earned by our employees is perhaps my single most important concern. Any unreasonable or unnecessary delay in payment is unacceptable.

Time Entry through SAP and BEACON has certain actions that could result in erroneous time entered, or delayed time approval. The Unit Administrative Assistant (Debra Dixon) must approve all time entered by field office personnel. This time must be entered by Monday noon of each week, unless there is prior approval for delay or with express communication with Debra. However, there is always the possibility of errors or revisions in time entered. Once initial time has been entered and approved, if there are changes to that time, the person making those changes must contact Debra Dixon by email to inform her of those changes. Failure to do so could result in erroneous time entry, resulting in erroneous or delayed pay.

Since the implementation of SAP and BEACON, Debra and Mary Lu have sent out numerous emails on the subject of informing this office of time entry revisions. We still find times when there has been no communication. Because of this, I am making a Unit policy that failure to report changes in time entry, via email, to the Unit Administrative Assistant (Debra Dixon) will be considered as a disciplinary action. The first such incident will result in a Letter of Counseling to the Locating Engineer and the person directly responsible for time entry. Further incidents will result in more serious disciplinary action.

Thank you for your cooperation in implementing this procedure. Please do not hesitate to contact me with any questions or comments.

CWB

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